

HOWARD COUNTY ELECTION JUDGES' INFORMATION

QUALIFICATIONS

- Must be a registered voter in Maryland (Howard county residency is not required)
- Must not be a candidate, or the campaign manager or treasurer for a candidate
- Should be able to speak, read, and write the English language and possess basic math skills
- Should have good listening and communication skills
- Should be able to serve for a 15- to 16-hour day
- Should be able to lift approximately 40 pounds
- Must be at least 16 years of age (under 18 requires parental permission form)

RESPONSIBILITIES

- Term of appointment as an election judge is for both the Primary and General Elections
- Attendance of an election judge training class is mandatory for both the Primary and General Elections
- Attendance of the Monday evening meeting prior to the Primary and General Election Days is mandatory
- Election judges:
 - Are required to report to their assigned polling place at 6:00 AM on Election Day and remain at the polling place until approximately 9:30 PM or until dismissed by the Election Director or appointed designee
 - Should be timely in reporting for the scheduled pre-election setup and on Election Day
 - Are expected to participate in the setup, opening, and closing of the polling place
 - Should dress appropriately in business casual attire on Election Day
 - Should maintain a positive attitude and work harmoniously with their fellow judges and the public

WE PROVIDE

- Comprehensive hands-on training and Election Day support
- Detailed election judge manual of duties and responsibilities to be performed
- Online and in-house refresher trainings
- Absentee ballot provided at your request if you are not working in your voting precinct

SALARIES

CALL THE HOWARD COUNTY BOARD OF ELECTIONS AT (410) 313-5820 AND SPEAK TO AN ELECTION JUDGE RECRUITER FOR INFORMATION ON TRAINING AND ELECTION DAY PAY.

LOCATION OF WORK

Election Judges may work in any of the election precincts located within Howard County. However, we will try to get you as close to your home voting precinct as possible, but this is not guaranteed.

LOCATION OF TRAINING

Howard County Board of Elections
9770 Patuxent Woods Dr., Suite 200
Columbia, MD 21046

CLASSIFICATION OF ELECTION JUDGES AND PRIMARY DUTIES

CHIEF JUDGE

- Is the SUPERVISOR OF THE POLLING PLACE on Election Day and the night before setup. A Democrat and a Republican are appointed for each of the polling places. Only experienced judges are appointed as Chief Judge.
- Responsible for coordinating the “night before Election” setup by contacting the assigned election judges to notify them of the times to meet and assuring that all required supplies are picked up and in place so that Election Day opening is on time.
- Oversees polling place operation in its entirety on Election Day, is the “go to” or “troubleshooter” of all other judge positions and assures that all required paperwork is completed and timely.

CHECK-IN JUDGE

- Certify that the voter is eligible to vote using the Electronic Pollbook and issuing the voter authorization card.
- Assist voters who may be in the wrong polling location.
- Work closely with the Chief Judges.

VOTING UNIT JUDGE

- Setup and shutdown ballot scanners at the beginning and close of Election Day. Setup and take down voting booths at the beginning and close of Election Day. (May require lifting of voting booths/ballot scanners weighing approximately 40 pounds each.)
- Issue ballots to authorized voters after they check-in.
- Assist voters in the voting process, as needed.
- Assist Chief Judges with the posting of turnout reports in a timely fashion, as needed.

PROVISIONAL BALLOT JUDGE

- Oversee the provisional voting process and provide provisional ballots to voters, as needed.
- Perform additional duties as assigned by the Chief Judges.

GREETER JUDGE

- Welcome voters and assists voters and election judges as instructed, while being sensitive to the disabled and elderly.

ALTERNATE JUDGE**

- Trained to act as a stand-in to replace judges unable to work on Election Day.
- Are on call for assignment between 6:00 AM and 10:00 AM on Election Day.

**** FAILURE TO SERVE WHEN REQUESTED WILL CAUSE THE ALTERNATE’S TRAINING PAY TO BE FORFEITED.**

The polls in Maryland open at 7:00 AM and close at 8:00 PM on Election Day.

During a Primary Election, Early Voting Centers open at 10:00 AM and close at 8:00 PM during Early Voting.

During a General Election, Early Voting Centers open at 8:00 AM and close at 8:00 PM during Early Voting.